




Department of Energy

Washington, DC 20585

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MEMORANDUM FOR KAREN L. BOARDMAN
CHAIRPERSON
FEDERAL TECHNICAL CAPABILITY PANEL (FTCP)

FROM: PATRICIA R. WORTHINGTON, PhD 
DIRECTOR
OFFICE OF HEALTH AND SAFETY
OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT: Office of Health, Safety and Security Annual Workforce Analysis and
Staffing Plan Report for Calendar Year 2007 (07-NA-SC-002)

In accordance with the guidance memo of September 18, 2007, the Annual Workforce Analysis and Staffing Plan Report for the Office of Health, Safety and Security (HSS), is attached.

If you have any questions, please call me at (301) 903-5926 or the HSS Alternate FTCP Agent, James O'Brien, at (301) 903-1408.

Attachment



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Section One: Current Mission(s) of the Organization and Potential Changes

The Office of Health, Safety and Security (HSS) is the Department of Energy's (DOE) central organization responsible for health, safety, environment, and security; providing corporate-level leadership and strategic vision to coordinate and integrate these vital programs. HSS is responsible for policy development and technical assistance; safety analysis; corporate safety and security programs; education and training; complex-wide independent oversight; and enforcement. The Chief Health, Safety and Security Officer advises the Deputy Secretary and the Secretary on all matters related to health, safety and security across the complex.

On August 30, 2006, the Department announced the creation of a new office to strengthen and improve the health, safety, and security of the DOE workers, facilities and the public. The new office, HSS, will help formulate and implement health, safety and security policy for the Department, provide assistance to DOE sites, conduct oversight through rigorous field inspections, and carry out enforcement activities previously carried out by the Offices of Environment, Safety and Health (EH) and Security and Safety Performance Assurance (SSA). This move builds on a number of actions the Department has taken over the past 18 months to increase safety of DOE workers.

Section Two: Technical Staffing

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:

HC 1 0 HC 2 0 HC 3 0

Number of Radiological Facilities: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 1

Number of Documented Safety Analyses: 0

Number of Safety Systems: 0

Number of Site Contractor FTEs: 0

Number of Federal Office FTEs: 96

HSS Technical Staffing Summary Table					
TECHNICAL CAPABILITY	For All Hazardous Facilities		For Defense Nuclear Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	18	18			
Safety System Oversight Personnel	0	0			
Facility Representatives	1	1			
Other Technical Capabilities:					
Aviation Safety Manager	0	0			
Aviation Safety Officer	0	0			
Chemical Processing	0	0			
Civil/Structural Engineering	2	2			
Construction Mgmt	1	1			
Criticality Safety	3	3			
Deactivation and Decommissioning	0	0			
Electrical Systems	2	2			
Emergency Management	4	4			
Environmental Compliance	3	3			
Environmental Restoration	1	1			
Facility Maintenance Mgmt	1	1			
Fire Protection Engineering	1	1			
Industrial Hygiene	6	6			
Instrumentation and Control	1	1			
Mechanical Systems	2	2			
Nuclear Explosive Safety	1	1			
Nuclear Safety Specialist	13	13			
Occupational Safety	6	6			
Quality Assurance	2	2			
Radiation Protection	6	6			
Safeguards and Security	16	16			
Safety Software Quality Assurance	3	3			
Technical Program Manager	2	2			
Technical Training	0	0			
Transportation & Traffic Mgmt	0	0			
Waste Management	1	1			

Section Four: Projected shortage/surplus over next five years

HSS acknowledges that over 40% of the current HSS workforce will be eligible to retire in the next five years. Critical technical skill gaps will exist and additional personnel will either need to be hired or current technical personnel will need to be qualified.

Section Five: General concerns or recommendations related to the Technical Staffing

- 1) HSS technical staffing is based on HSS management's judgment of TQP FTE requirements based technical issue priorities and past experience with actual staff time spent in the respective functional areas supporting technical issues.
- 2) HSS currently has 20 personnel that are in the process of completing qualifications in various functional areas. Of those personnel, 7 will soon be fully qualified as STSM's. This will bring our total to 18 senior manager positions within the organization, which HSS management feels are appropriate to complete STSM qualification due to the nature of their positions.
- 3) In the 2006 workforce analysis, FTE's were included under the Safeguards and Security technical area to include all safeguards and security activities being performed by HSS personnel. We are working with management in this area to ensure that these personnel become fully qualified.